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ABSTRACT

The fifth module in a 17-module self-instructional course on student financial aid administration teaches novice student financial aid administrators and other personnel about Title IV institutional and program eligibility. This introduction to management of federal financial aid programs authorized by the Higher Education Act Title IV, discusses how to recognize eligibility requirements that define eligible institutions and educational programs, recognize standard technical terms and definitions, and recognize situations requiring re-evaluation by the Department of Education for continued institutional eligibility and certification. It provides a pre-test, post-test, glossary, and acronyms. Module 5 contains two sections that cover the following: (1) institutional eligibility and certification (overview, criteria for institutional eligibility, standards for institutional certification, and requirements for continued participation in Title IV programs); and (2) procedures for establishing institutional eligibility and certification to participate in Title IV programs (new participants, change of ownership and control, additional branches and educational programs, additional Title IV programs, other substantive changes, fine, limitation, suspension, and termination, and re-establishment of participation after termination). An appendix offers sample forms. Contains two references. (SM)

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A Self-Instructional Course in Student Financial Aid Administration

An Introduction and Guide to the Administration of Federal Title IV Student Financial Aid Programs

ED307827

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A Self-Instructional Course in Student Financial Aid Administration

United States Department of Education Office of Student Financial Assistance

Title IV Institutional & Program Eligibility

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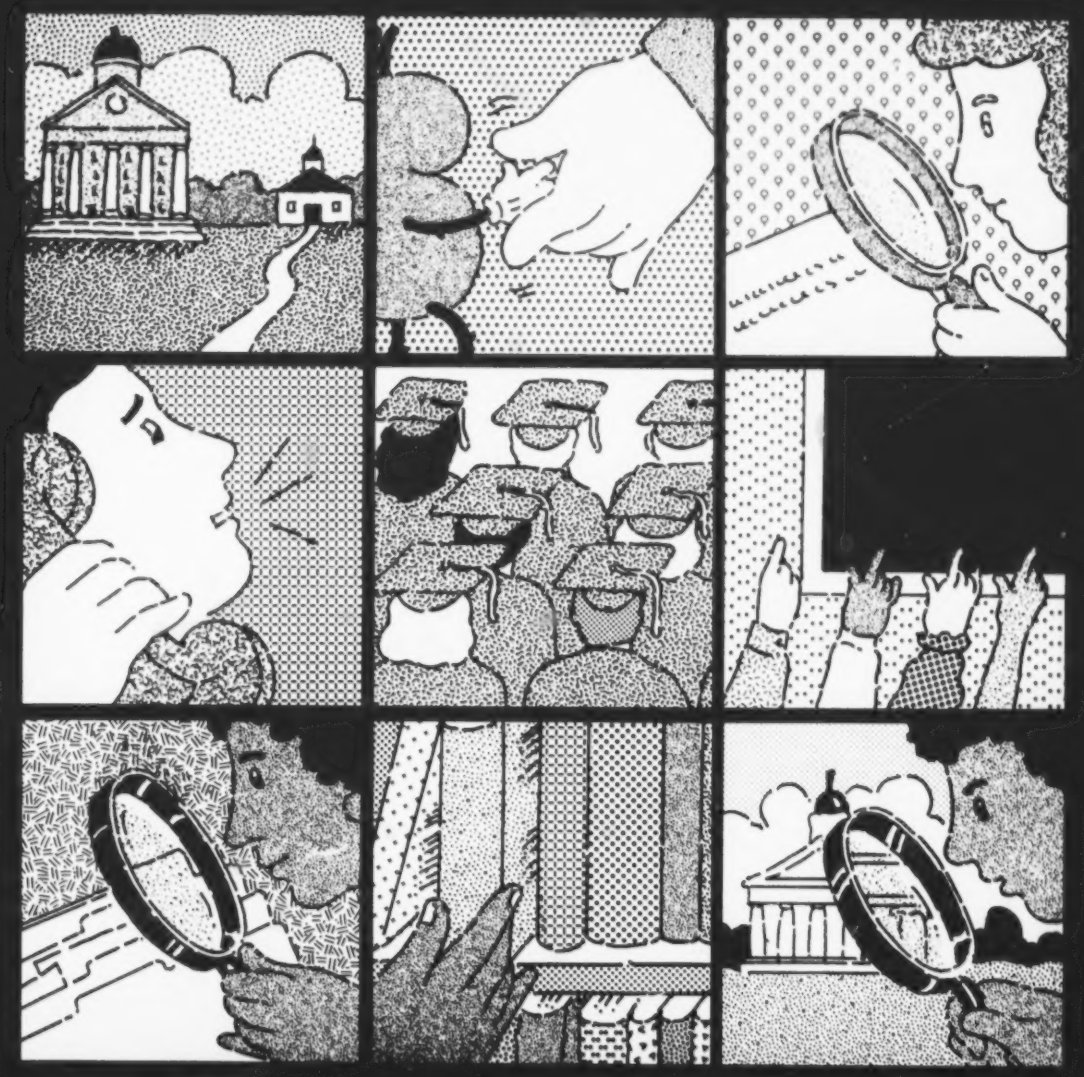

A Self-Instructional Course in Student Financial Aid Administration

United States Department of Education Office of Student Financial Assistance

This publication is one component of *A Self-Instructional Course in Student Financial Aid Administration*. This Second Edition of the course consists of the following modules:

1. Student Financial Aid Administration: Course Study Guide and Introduction to the Field
2. Federal Student Financial Aid: History and Current Sources
3. The Legislative and Regulatory Processes
4. Roles and Responsibilities of the Financial Aid Office
5. Title IV Institutional and Program Eligibility
6. General Student Eligibility
7. Calculating Cost of Attendance
8. Need Analysis
9. Award Packaging
10. The Pell Grant Program
11. The Stafford Loan, SLS, and PLUS Programs
12. Campus-Based Programs: SEOG, CWS, and Perkins Loan
13. Verification
14. Authorization, Fiscal Operations, and Reporting
15. Internal Aid Office Management and Institutional Quality Control
16. Forms and Publications
17. Evaluation of Student Aid Management: Self-Evaluation, Audit, and Program Review

The course includes a Support Booklet with the complete course glossary, acronyms, key resources, bibliography, and index, as well as addresses of publishers mentioned in the course. The Support Booklet also offers guidelines for further study.

UNITED STATES DEPARTMENT OF EDUCATION
WASHINGTON, D.C. 20202

October 1988

Dear Colleague:

We are pleased to present the Second Edition of A Self-Instructional Course in Student Financial Aid Administration. This updated version of the course originally published in 1986 incorporates provisions of the Higher Education Amendments of 1986, with 1987 Technical Amendments and subsequent amendments.

The purpose of the course remains the same. It is designed to provide neophyte financial aid administrators (those with two years or less experience in student aid) and other institutional personnel with a systematic introduction to management of federal financial aid programs authorized by Title IV of the Higher Education Act. Students of the course will gain a fundamental understanding of the roles and responsibilities of participating institutions and of student aid administrators. On completion of the course, they will be prepared to expand this knowledge with the use of training and reference materials, on-site training opportunities, and contacts with other members of the profession.

The materials were revised under a contract with the Washington Consulting Group. The text was reviewed for technical accuracy by many staff members of the Office of Student Financial Assistance (OSFA). Special acknowledgement is due to both project staff and OSFA specialists for accomplishing very wide-ranging modifications of the text during a period when much legislative and regulatory activity affecting student aid was in progress.

Your comments and suggestions regarding any aspect of the materials are welcome. OSFA is particularly interested in learning 1) the level of experience and job responsibilities of personnel at your institution using the modules; 2) the purposes for which they are being used (for example, self-study, training new staff, reference); and 3) whether you feel that this publication is among those that OSFA should continue to update and disseminate annually. You may send your comments to the Training Branch, OSFA/ED, 400 Maryland Avenue S.W., Washington, D.C. 20202.

Sincerely,

Dewey L. Newman
Deputy Assistant Secretary for
Student Financial Assistance

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Enclosure

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MODULE 5

TITLE IV INSTITUTIONAL AND PROGRAM ELIGIBILITY

The technical information in this module is based on laws, regulations, policies, and procedures in effect as of:

August 20, 1988

This is one component of *A Self-Instructional Course in Student Financial Aid Administration.* This Second Edition of the course has been prepared by The Washington Consulting Group, Inc., under a contract with the U.S. Department of Education.

The course consists of 17 modules and a support booklet. It provides an introduction and guide to the administration of student financial aid programs authorized under Title IV of the Higher Education Act of 1965, as amended. The titles of the modules are listed on the inside front cover of this publication.

Institutions may freely reproduce the course for their own use. For more information on the course, contact one of the Department of Education offices listed on the inside back cover of this publication.

TABLE OF CONTENTS

Page			
v	**Learning Objectives and Introduction**		
vi	**Pre-Test**		
1	**Institutional Eligibility and Certification**		
1	5.1	Overview of Eligibility and Certification Procedures	
2	5.2	Criteria for Institutional Eligibility	
2		5.2.1	Institutional Definitions
4		5.2.2	Key Terms
7		5.2.3	Institutional Eligibility Chart
10	5.3	Standards for Institutional Certification	
10		5.3.1	Financial Responsibility
11		5.3.2	Administrative Capability
12	5.4	Requirements for Continued Participation in Title IV Programs	
12		5.4.1	Title IV Audits
13		5.4.2	Maintenance of Records
13		5.4.3	Student Consumer Information Services
14		5.4.4	Institutional Refund Policies
16	**Procedures for Establishing Institutional Eligibility and Certification to Participate in Title IV Programs**		
17	5.5	New Participants	
18	5.6	Change of Ownership and Control	
19	5.7	Additional Branches and Educational Programs	
20	5.8	Additional Title IV Programs	
20	5.9	Other Substantive Changes	
21	5.10	Fine, Limitation, Suspension, and Termination	
21	5.11	Re-Establishment of Participation after Termination	
22	**Summary**		
24	**Post-Test**		
28	**Glossary**		
32	**Acronyms**		

Page

33 Key Resources and Bibliography

34 Appendix: Sample Forms

41 Index

MODULE 5

TITLE IV INSTITUTIONAL AND PROGRAM ELIGIBILITY

❑ LEARNING OBJECTIVES

After completing this module, you will be familiar with the general eligibility and certification requirements that institutions and programs must meet to participate in Title IV financial aid programs. In particular, you will be able to:

- ✧ recognize general eligibility requirements that define eligible institutions and educational programs;
- ✧ identify key definitions used to determine institutional and program eligibility (definitions of public or private nonprofit, proprietary, and postsecondary vocational institutions);
- ✧ recognize standard technical terms and definitions used in the administration of Title IV programs;
- ✧ describe ongoing administrative requirements and institutional standards that must be met for continued participation in Title IV programs; and
- ✧ recognize situations requiring re-evaluation by the Department of Education (ED) for continued institutional eligibility and certification.

❑ INTRODUCTION

This module provides an overview of the two processes by which institutions are approved for the use of Title IV funds: *eligibility* and *certification*. All institutions must be found eligible and must be certified before initial participation in the programs. These processes must be repeated every 4 years and, in the interim, when specific changes occur. Changes requiring re-establishment of eligibility and recertification are outlined because they occur frequently enough to merit discussion.

Institutional eligibility is concerned with answers to such questions as:

- ✧ Is your institution private or public? Nonprofit or for-profit?
- ✧ Does your institution offer a degree or certificate?
- ✧ Is your institution accredited by a nationally recognized accrediting agency?

The answers will allow you to recognize some important characteristics of your institution that affect its participation in Title IV programs.

Follow this module with particular attention to your school's circumstances, but take note of the diversity described. Eligibility and certification requirements have been established for a wide variety of institutions.

Institutional eligibility regulations (34 CFR 600) and the Student Assistance General Provisions (34 CFR 668) establish general rules that apply to an institution of postsecondary education or a vocational school that participates in any Title IV student assistance programs. The federal regulations provide:

- ✧ regulatory definitions;
- ✧ procedures for establishing eligibility;
- ✧ standards for institutional financial responsibility, administrative capability, audits, and recordkeeping; and
- ✧ conditions under which ED may fine, limit, suspend, or terminate the participation of an institution.

PRE-TEST

1. When a Program Participation Agreement (certification) for Title IV programs is no longer in effect, an institution may continue to disburse Title IV funds until notified by ED. True or False?

2. Under what circumstances must the Division of Eligibility and Certification (DEC) review the eligibility of an institution? (circle all that apply)

   a. when it converts from a clock hour system to a credit hour system
   b. when it changes ownership or control
   c. when it changes a program offering from an A.A. degree to a B.A. degree
   d. when it changes its name
   e. when it changes its address
   f. when it changes its number of eligible locations

3. For continued participation in Title IV programs, institutions must have a Title IV audit at least every 2 years. True or False?

4. A Program Participation Agreement is approved by:

   a. the regional association of financial aid administrators
   b. the institution's accrediting agency
   c. the Division of Eligibility and Certification

5. All eligible educational programs must require a high school diploma for admission to the program. True or False?

6. To qualify for Title IV programs, an institution must be able to prove (and continue to prove) administrative capability. Which of the following are reviewed in assessing this? (circle all that apply)

   a. the student loan default rate and student withdrawal rate
   b. the existence of financial aid counseling for students
   c. the published standards for satisfactory academic progress

7. For initial and continued participation in Title IV programs, an institution must establish and maintain individual student records detailing admission to the institution. True or False?

8. Which of the following illustrates a change of control?

   a. hiring a new chief executive officer
   b. hiring a new director of financial aid
   c. a change from private to public

9. An institution's eligibility for Title IV funds always extends to all its educational programs. True or False?

10. In general, educational programs must lead to a certificate or degree to be eligible for Title IV assistance. True or False?

11. Only accredited institutions may apply for participation in Title IV programs. True or False?

12. Which of the following will the Division of Eligibility and Certification review before certifying an institution for participation in Title IV programs? (circle all that apply)

   a. the institution's location
   b. the institution's administrative management
   c. the institution's financial management
   d. the length of time the institution has been in existence

ANSWERS

1. False. (5.6)*
2. a., b., c., d., e., and f. (5.5, 5.6, 5.9)
3. True. (5.4.1)
4. c. (5.1)
5. False. (5.2.2)
6. a., b., and c. (5.3.2)
7. True. (5.2.1, 5.4.2)
8. c. (5.6)
9. False. (5.2.1, 5.5, 5.7)
10. True. (5.2.1, 5.2.2, and 5.2.3)
11. False. (5.2.1 - 5.2.3)
12. b. and c. (5.2.1, 5.3)

*For quick access to information on this question, see this section.

Questions: 12 Your Score: ____ Percentage: ____

INSTITUTIONAL ELIGIBILITY AND CERTIFICATION

Before an institution may participate in Title IV programs, the Department of Education must establish the institution's eligibility and certification. These two procedures will be examined in this module.

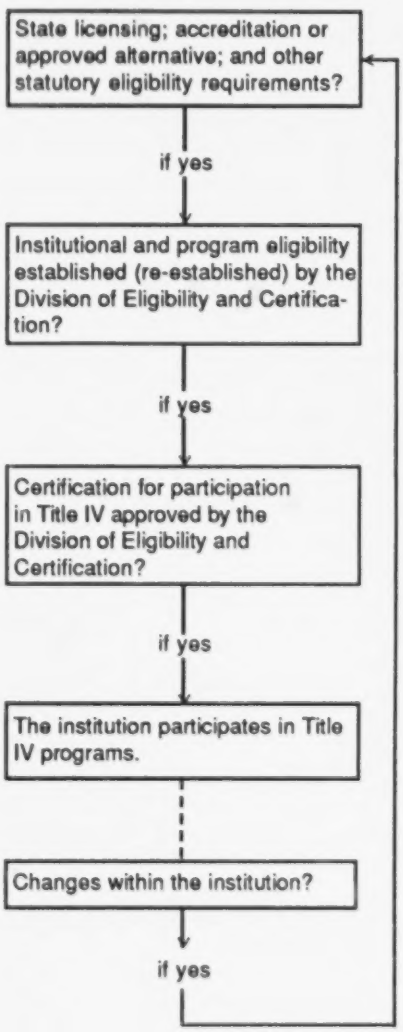
5.1 OVERVIEW OF ELIGIBILITY AND CERTIFICATION PROCEDURES

Establishment of institutional eligibility and certification are separate processes within the Department of Education's Division of Eligibility and Certification (DEC). A postsecondary educational institution requests a determination of eligibility and certification by submitting to DEC an Application for Institutional Eligibility and Certification (ED Form E40-34P). DEC reviews the Application for Institutional Eligibility and Certification to determine whether the applicant institution satisfies all statutory and regulatory requirements for designation as an institution eligible to apply for participation in programs authorized by the Higher Education Act of 1965, as amended. First, DEC reviews the application to determine if the institution satisfies all requirements for institutional and educational program eligibility. If eligibility is established for at least one of the school's educational programs, ED will issue an official Eligibility Letter. This letter will specify the eligible locations and the eligible educational programs of the institution, and the Title IV programs for which the institution is eligible to apply for participation.

At such time as the school is determined to be an eligible institution, DEC reviews the application for *certification* to participate in specific Title IV programs. This second review examines the institution's administrative capability and financial stability with regard to administering the financial aid programs. If the school's application is successful, ED will approve a Program Participation Agreement.

An institution must renew its eligibility and certification status every 4 years. In the interim, an institution's eligibility must be *re-established* if:

The Institutional Eligibility and Certification Process


State licensing; accreditation or approved alternative; and other statutory eligibility requirements?
if yes
Institutional and program eligibility established (re-established) by the Division of Eligibility and Certification?
if yes
Certification for participation in Title IV approved by the Division of Eligibility and Certification?
if yes
The institution participates in Title IV programs.
Changes within the institution?
if yes

- ✧ it has a change of ownership that results in a change of control;
- ✧ it changes its name or address;
- ✧ it changes the level of course offering (for example, changes from an associate in arts degree program to a bachelor's degree program); or
- ✧ it violated its fiduciary duty and was terminated from participation in Title IV programs.

It may* also be necessary to *update* eligibility if a school:

*Check with DEC in these cases to determine whether an eligibility update is necessary and to receive instructions for completing the process.

- ✧ makes changes that affect its institutional definition (including a conversion of its method of measuring progress from a clock-hour to a credit-hour system, or vice versa); or
- ✧ adds or closes a branch or location.

An institution must be *recertified* when it changes ownership and this results in a change of control, or when it applies to participate in an additional financial aid program that is not included in the existing Program Participation Agreement. However, other changes that require re-establishment of eligibility (such as a change in a school's address) do not generally demand recertification. In these cases, renewal of eligibility will allow the existing program certification to remain in effect, with the Program Participation Agreement being updated to include new information.

We will look at the circumstances that affect eligibility and certification in more detail later in this module. First, we will examine the criteria for eligibility and the financial and administrative requirements for certification. Keep in mind that your institution must maintain its ability to meet these criteria and requirements. This continuing effort must be made in the financial aid office and other administrative offices of your institution.

5.2 CRITERIA FOR INSTITUTIONAL ELIGIBILITY

5.2.1 Institutional Definitions

Schools must meet one or more of the definitions of an eligible institution before they may apply for

certification to participate in Title IV programs. Definitions used by the Division of Eligibility and Certification are based on the following institutional characteristics:

- ✧ The location of the school. The institution must be located within the United States, Puerto Rico, Guam, American Samoa, the Virgin Islands, the Trust Territory of the Pacific Islands, the Federated States of Micronesia, or the Northern Mariana Islands. Foreign schools may be approved by ED on an individual basis and may participate only in the Stafford Loan, SLS, and PLUS programs.

- ✧ The qualifications of the students admitted to the educational program(s).

- ✧ The legal authorization to provide an educational program beyond secondary level, issued by the state in which the institution is located, or evidence of legal exemption from such authorization.

- ✧ The educational program(s) provided by the particular type of institution.

- ✧ The accreditation of the school by a nationally recognized accrediting agency or association, or an alternative to accreditation which may be established by ED.

- ✧ The length of the school's existence.

- ✧ The institution's type of control: public, private nonprofit, or private for-profit.

An institution submits the descriptive information outlined above to DEC on the Application for Institutional Eligibility for Programs (ED Form E40-34P). Information reported by the institution on ED Form E40-34P is compared by DEC to the definitions of each type of eligible institution. Definitions that an institution and at least one of its educational programs must meet are specified in the Institutional Eligibility regulations (34 CFR 600).

According to Institutional Eligibility regulations, *an eligible institution of postsecondary education must renew its eligibility designation, including all of its educational programs and all its locations, every 4 years.* This means that an eligible institution may determine on its own whether a new educational program satisfies the statutory requirements for eligibility for participation in the

The educational qualifications of all regular students, whether they receive Title IV aid or not, must be kept on file.

Eligibility Criteria

Is the institution or program eligible? The following must be considered:

- Where is it located?
- Are the students seeking a degree or certificate? Do they have a high school diploma or its recognized equivalent; or are they beyond the age of compulsory attendance and have they shown the ability to benefit?
- Is the institution authorized by the state to provide an educational program?
- What types of educational programs are provided?
- Is the institution accredited? If not, has ED approved the institution through an alternative evaluation?
- How long has the institution been in existence?

Title IV programs. Should an institution make an error in determining that an educational program meets the federal regulatory requirements for eligibility, the institution shall be liable to repay to the Department of Education all the student financial assistance and other ED program funds that it or students who were enrolled in the particular ineligible educational program(s) received.

Types of Eligible Institutions

The following general types of institutions are defined in regulations as eligible to participate in the student financial assistance programs authorized by Title IV of the Higher Education Act of 1965, as amended:

✦ **Institutional Eligibility Regulations (34 CFR 600):**

- ✧ a public or private nonprofit institution of higher education (as defined in 34 CFR 600.4)
- ✧ a proprietary institution of higher education (34 CFR 600.5)
- ✧ a postsecondary vocational institution of higher education (34 CFR 600.6)
- ✧ a vocational school (34 CFR 600.7)

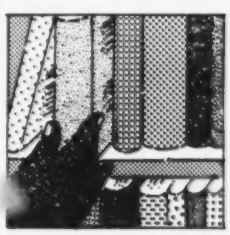
✦ **Stafford/SLS*/PLUS Regulations:**

- ✧ a foreign institution approved by ED to participate only in the Stafford Loan, SLS, and PLUS programs (34 CFR 682.200)

*SLS regulations will be included in new regulations for HEA Title IV, Part B programs.

Eligibility to participate in Title IV programs does not necessarily extend to all of an eligible institution's educational programs.

Refer to the *Federal Student Financial Aid Handbook* for further information.



5.2.2 Key Terms

In the next section we will look at a chart showing detailed eligibility requirements for each type of institution. Before examining the chart, you should be familiar with the important terms described below.

Nationally Recognized Accrediting Agency or Association: An accrediting agency or association which the Secretary of Education has recognized as having the ability to accredit or preaccredit a particular category of

institution, school or educational program and which is a reliable authority on the quality of training offered by such educational institutions.

Statutory Alternative to Accreditation: One statutory alternative is available to unaccredited public or nonprofit institutions applying for eligibility as institutions of higher education or postsecondary vocational institutions. These institutions may apply for eligibility under the *transfer-of-credit* method. Under this method, the unaccredited institution may be eligible if at least 4 of its students and credits are accepted upon transfer by at least three accredited institutions. An unaccredited institution that is requesting eligibility to participate in the Title IV programs under the transfer-of-credit alternative to accreditation must include in its institutional eligibility application, for each transfer student, the dates on which each transfer student attended his or her first class at both the applicant (unaccredited) institution and the accredited institution.

For further information on this statutory alternative to accreditation, contact DEC.

Regular Student: A person who is enrolled or accepted for enrollment at an institution for the purpose of obtaining a degree or certificate offered by that institution.

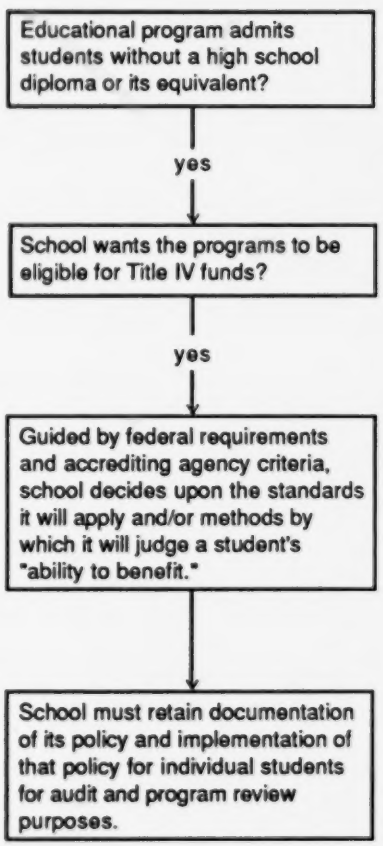
Ability to Benefit: An admissions standard for a person who:

- ✧ does not have a high school diploma or GED;
- ✧ is beyond the age of compulsory school attendance in the state where the institution is located (unless the person is admitted to a vocational school, in which case he or she must have completed or left elementary or secondary education); and
- ✧ is admitted to an eligible institution as a regular student (unless the institution is a public or private nonprofit institution of higher education that participates only in the Stafford Loan, SLS, and PLUS programs).

A student who is admitted on the basis of *ability to benefit* must meet one of the following conditions:

- ✧ receive the general education diploma (GED) prior to the student's certification or graduation from the

Admissions Procedures and the Ability to Benefit

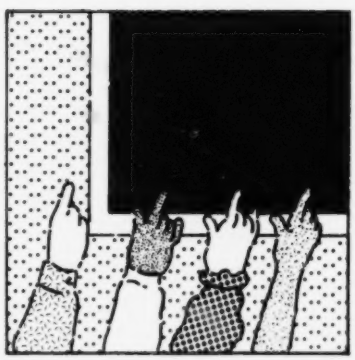

Educational program admits students without a high school diploma or its equivalent?
yes
School wants the programs to be eligible for Title IV funds?
yes
Guided by federal requirements and accrediting agency criteria, school decides upon the standards it will apply and/or methods by which it will judge a student's "ability to benefit."
School must retain documentation of its policy and implementation of that policy for individual students for audit and program review purposes.

program of study, or by the end of the first year of the course of study, whichever is earlier; or

- ✧ be counseled prior to admission and be enrolled in and successfully complete an institutionally prescribed program of remedial or developmental education not to exceed one academic year or its equivalent; or

- ✧ be administered a nationally recognized, standardized, or industry developed test, measuring the applicant's aptitude to successfully complete the program to which he or she has applied. Applicants who are unable to satisfy the testing requirements must be enrolled in and successfully complete an institutionally prescribed program or course of remedial or developmental education. This course may not be longer than one academic year or its equivalent.

An institution must document its determination that a student meets the "ability to benefit" provision. In addition, the institution *must keep for at least 5 years* a record of the examinations, counselling, or any other method used by the school in its determination of the student's ability to benefit from the training provided.



1-Year Program: A program of at least 24 semester or trimester hours or 36 quarter hours at an institution using credit hours to measure progress; 900 clock hours of supervised training at an institution using clock hours to measure progress; or 900 clock hours of preparation in a correspondence program (34 CFR 600.2).

6-Month Program: A program of at least 16 semester or trimester hours or 24 quarter hours at an institution using credit hours to measure progress; 600 clock hours of supervised training at an institution using clock hours to measure progress; 600 clock hours of preparation in a correspondence program; or an equivalent accredited program (34 CFR 600.2).

Recognized Equivalent of a High School Diploma: This is defined as either a General Education Development Certificate (GED) or a state certificate received after a student has passed a state-authorized examination recognized by the state as the equivalent of a high school diploma (34 CFR 600.2).

5.2.3 Institutional Eligibility Chart

The chart on the following two pages lists each type of institution, its characteristics, and applicable eligibility criteria. Note that some characteristics and criteria are common, whereas others differ from one type of institution to another.

For various reasons such as admissions policy, length of program, accreditation, or control, a school can be determined to be eligible for only one Title IV program, for certain specific Title IV programs, or for all Title IV programs.

SCHOOL ELIGIBILITY

Part 1 of Chart

GENERAL ELIGIBILITY REQUIREMENTS	PUBLIC OR PRIVATE NON-PROFIT INST. OF HIGHER ED. *(Sec. 600.4)*	PROPRIETARY INST. OF HIGHER ED. *(Sec. 600.5)*	POSTSECONDARY VOCATIONAL INST. OF HIGHER ED. *(Sec. 600.6)*	——GSL/SLS/PLUS ONLY—— PUBLIC OR PRIVATE NON-PROFIT INST. OF HIGHER ED. *(Sec. 600.4)*	——GSL/SLS/PLUS ONLY—— VOCATIONAL SCHOOL *(Sec. 600.7)*
An educational institution which:					
✦ Is located in a state.	Same	Same	Same	Same	Same
✦ Admits as regular students only persons who:					
a. Have a high school diploma;	Same	Same	Same	Same	Have completed or left elementary or secondary school and have the ability to benefit from the training offered.
b. Have a recognized equivalent; or	Same	Same	Same	Same	
c. Are beyond the age of compulsory school attendance in the state in which the institution is located and have the ability to benefit from the training offered.	Same	Same	Same	Are beyond the age of compulsory school attendance in the state in which the institution is located.	
✦ Is legally authorized to provide an educational program beyond secondary education in the state in which the institution is physically located.	Same	Same	Same	Same	Same
✦ Provides an educational program that prepares students for gainful employment in a recognized occupation. The program must be:	• Associate, baccalaureate, graduate or professional degree. • 2-year program acceptable for full credit toward baccalaureate. • 1-year training program leading to a degree or certificate.	At least a 6-month program of training.	At least a 6-month program of training.	• Associate, baccalaureate, graduate or professional degree. • 2-year program acceptable for full credit toward baccalaureate. • 1-year training program leading to a degree or certificate.	• Designed to provide occupational skills to fit individuals for useful employment in recognized occupations; and • Designed to meet or exceed length of program requirements (34 CFR 600.7).

SCHOOL ELIGIBILITY

Part 2 of Chart

GENERAL ELIGIBILITY REQUIREMENTS	PUBLIC OR PRIVATE NON-PROFIT INST. OF HIGHER ED. *(Sec. 600.4)*	PROPRIETARY INST. OF HIGHER ED. *(Sec. 600.5)*	POSTSECONDARY VOCATIONAL INST. OF HIGHER ED. *(Sec. 600.6)*	——GSL/SLS/PLUS ONLY—— PUBLIC OR PRIVATE NON-PROFIT INST. OF HIGHER ED. *(Sec. 600.4)*	——GSL/SLS/PLUS ONLY—— VOCATIONAL SCHOOL *(Sec. 600.7)*
An educational institution which:					
✦ Has accreditation/ approval: a. Is accredited by a nationally recognized accrediting agency or association; or b. If public, is approved by a state agency for the approval of public postsecondary vocational education.	Same as *a* or *b*; or • 12 students' credits are determined by the Secretary to be accepted on transfer by at least 3 accredited schools on the same basis as credits transferred from accredited schools.	Same as *a*	Same as *a* or *b*; or • 12 students' credits are determined by the Secretary to be accepted on transfer by at least 3 accredited schools on the same basis as credits transferred from accredited schools.	Same as *a* or *b*; or • 12 students' credits are determined by the Secretary to be accepted on transfer by at least 3 accredited schools on the same basis as credits transferred from accredited schools.	Same as *a* or *b*; and • If a flight school, is approved by the Federal Aviation Administration.
✦ Has been in existence for at least 2 years.	Not required	Required	Required	Not required	Required
✦ Control:	Public or Private Nonprofit	Not Public or Private Nonprofit	Public or Private Nonprofit	Public or Private Nonprofit	Public, Private Nonprofit, or Proprietary

As you review the chart, think about your school's characteristics. Which type of institution are you working in? Does it satisfy more than one definition?

5.3 STANDARDS FOR INSTITUTIONAL CERTIFICATION

Once the institution and at least one of its programs are determined to be eligible, it must pass a further review before it is certified to use Title IV program funds. This involves a wider evaluation of the institution, including its financial responsibility and administrative capability.

Once the eligibility of the institution and at least one of its programs has been established by ED, the institution may apply for certification to participate in Title IV programs.

Q. How does the certification process differ from the evaluation that determines an institution's program eligibility?

A. The review to determine eligibility will only determine whether the institution meets the definition of an eligible institution. This definition examines the location, students, programs, accreditation, state approval, and length of existence of the institution. The evaluation for certification reviews the institution's financial responsibility and administrative capability.

5.3.1 Financial Responsibility

During the certification process, ED carefully reviews the financial responsibility of an institution. The General Provisions regulations define satisfactory financial responsibility. The institution must:

- ✧ provide the services listed in official institutional publications;
- ✧ provide administrative resources necessary to comply with the requirements of the General Provisions;
- ✧ meet all financial obligations, including:
  - refunds of institutional charges; and
  - repayments to the Secretary of Education for liabilities and debts incurred in programs administered by the Secretary.
- ✧ provide bond coverage for employees who are responsible for federal financial aid funds, to protect against fraud (except in public institutions that are bonded by the state).

According to the regulations, an institution may not be considered by ED to be financially responsible if:

The institution's financial management will be examined by ED during the certification process. Subsequently, auditors will examine the institution's continued compliance with financial management standards.

- ✧ it has a history of operating losses;
- ✧ it has a deficit net worth, meaning its liabilities exceed assets for its latest fiscal year;
- ✧ it is owned by or employs persons who have committed crimes involving federal funds; or

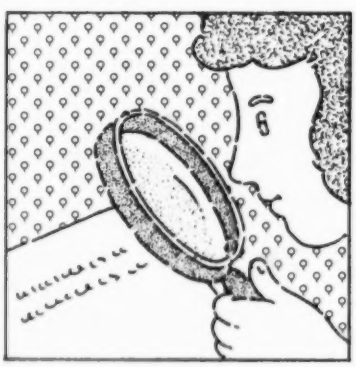
- ✧ under an accrual basis of accounting, it had a ratio of current assets to current liabilities of less than 1:1 at the end of its latest fiscal year.

An institution must provide ED with documents (such as financial statements and records) that are necessary for ED's evaluation when it applies for certification.

5.3.2 Administrative Capability

The term *administrative capability* covers specific areas in the management of an institution. To demonstrate administrative capability, an institution must:

- ✧ establish and maintain the student records and financial records required by regulations;
- ✧ designate a capable individual to be responsible for administering the Title IV programs and for coordinating all federal and nonfederal financial aid programs;
- ✧ communicate to this administrator all the information received by any institutional office that affects a student's Title IV eligibility;
- ✧ employ an adequate number of qualified staff to carry out administrative responsibilities;
- ✧ provide adequate checks and balances in the institution's system of internal controls and divide functions so that no office has the responsibility for both authorizing payments and disbursing funds to any particular student who receives Title IV aid;



- ✧ establish, publish, and apply reasonable standards for measuring satisfactory academic progress in determining a student's continued eligibility for Title IV aid (this is discussed in more detail in Module 6);
- ✧ develop an adequate system to establish the accuracy and consistency of information on documents such as applications, tax returns, verification forms, and institutional records (Module 13 discusses verification);
- ✧ provide adequate financial aid counseling to students on sources and amounts of aid, methods by which aid is determined, students' rights and responsibilities; and for Stafford and Perkins Loan

recipients, provide counseling on the average indebtedness of students, average anticipated monthly repayments, options for repayment, and debt and management planning for successful repayment; and

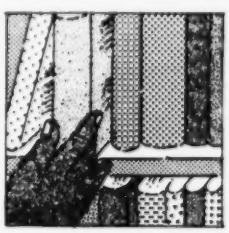
- ✧ refer any instance of suspected fraud or criminal conduct by a Title IV applicant to the Office of the Inspector General of the Department of Education or, if more appropriate, to state or local authorities.

Examples of fraud or criminal conduct would include false claims of independent student status or citizenship, the use of false identities, the forgery of signatures or certifications, and false statements of income.

IMPORTANT: A high student loan default rate or high student withdrawal rate may indicate poor handling of administrative responsibilities. For this reason, a review of administrative capability by certification reviewers will also take these factors into consideration.

5.4 REQUIREMENTS FOR CONTINUED PARTICIPATION IN TITLE IV PROGRAMS

Standards listed under Financial Responsibility and Administrative Capability that are met initially must continue to be met throughout the period of participation in Title IV programs. In addition, the General Provisions regulations require audits of Title IV programs and proper maintenance of records. The following sections describe these additional requirements.



Refer to ED's *Audit Guide, Student Financial Assistance Programs* for comprehensive information on audit procedures.

5.4.1 Title IV Audits

Title IV program audits are required at least once every 2 years. If the institution receives campus-based funds, the institution shall submit the audit report to the Secretary and the Inspector General by March 31 of the year following the last award year covered by the audit. If the institution does not receive campus-based funds, the institution shall submit the audit report to the Secretary and the Inspector General by January 31 of the year following the last year covered by the audit. The biennial audit requirement is satisfied if the institution has an audit under the Single Audit Act (under Chapter 75 of Title 31, United States Code).

Auditors must meet criteria that ensure sufficient independence to offer an impartial opinion of the institution's operation. These audits review the fiscal records of the institution as they relate to its use of Title

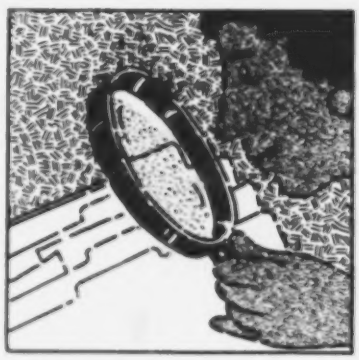
IV funds, and test the institution's compliance with Title IV regulations.

After completion of the audit, an audit report is sent to ED. The audit report lists audit exceptions--instances where the institution is not in compliance with Title IV regulations. Program and fiscal records used to prepare the audit report must remain on file and be accessible to the Department of Education for review purposes.

5.4.2 Maintenance of Records

For all recipients of Title IV funds, the institution must establish and maintain records regarding:

- each student's admission to a program, the program and courses enrolled in, and enrollment status;
- sufficient evidence of each student's satisfactory academic progress according to the institution's written standards and practices, in accordance with federal regulations (standards which require an aid recipient to complete an educational program within a time frame established by the institution);
- refunds due or paid to each student;
- each student's placement in a job by the institution, if it has a placement service and the student uses it;
- each student's receipt of financial aid; and
- the verification of student aid application data.



In addition, the institution must establish and maintain records on the educational qualifications of regular students, *both aid recipients and those not receiving aid,* for all programs eligible to participate in Title IV student financial aid. If Title IV eligibility is limited to specific programs, records on the educational qualifications need be kept only for students in those programs.

Records must be organized and available for review by ED at the geographical location where the students will receive their degrees or certificates.

5.4.3 Student Consumer Information Services

Institutions participating in the Title IV programs must publish consumer information for prospective and

currently enrolled students. The regulations specify the minimum information that must be provided. This includes information on:

- ✧ the institution, including its cost of attendance, educational programs, licensing, accreditation, facilities, and services for the handicapped;

- ✧ the financial aid process, including:
  - available financial aid programs (both federal and other);
  - student eligibility requirements;
  - the application process;
  - the institutional policies for distributing financial aid awards;
  - the criteria utilized to determine a student's satisfactory academic progress;
  - the institutional refund policy should a student withdraw or drop out of school before a particular enrollment period has ended;

- ✧ the student's rights and responsibilities as a recipient of financial aid, the terms and conditions of any employment that is part of an aid package, and the terms and schedules for the repayment of student loans;

- ✧ the institution's drug abuse prevention program, which must be accessible to the institution's officers, employees, and students; and

- ✧ employment statistics, graduation statistics, and other information necessary to demonstrate the truthfulness of the institution's advertisements, if the institution advertises job placement rates in its catalogs or other publications. This information must be current (the most recent statistics available) and must be provided to prospective students at the time of application to the institution.

5.4.4 Institutional Refund Policies

When a student officially withdraws, is expelled, or is determined by the institution to have unofficially withdrawn (dropped out), the institution may owe the student a *refund*. If the student received Title IV financial aid, part or all of that refund may need to be returned to the Title IV programs from which the student was awarded funds.

For more information on refund policies, refer to Module 15, Internal Aid Office Management and Institutional Quality Control.

The institution must:

- implement and maintain a system to ensure that the Title IV funds are returned to federal government accounts *in a timely manner*. The institution must return the federal financial aid funds within 30 days of the date that the student officially withdraws, is expelled, or is determined to have unofficially withdrawn.

- develop and apply a *distribution policy* for returning funds to the Title IV program accounts from which a student has been awarded. This distribution policy must be applied consistently to all students who received Title IV funds.

Q. If a student withdraws and is "due a refund," will the student always receive money back?

A. No. In some cases, the full amount of the refund may be returned to Title IV accounts.

More detailed information on institutional refund policies is provided in Module 15.

PROCEDURES FOR ESTABLISHING INSTITUTIONAL ELIGIBILITY AND CERTIFICATION TO PARTICIPATE IN TITLE IV PROGRAMS

The following sections describe the circumstances under which institutions will be reviewed for eligibility and certification, and outline the general procedures required. These circumstances are summarized in the chart below.

INSTITUTIONAL ELIGIBILITY AND CERTIFICATION REQUIREMENTS

Establish/Re-Establish Eligibility for Higher Education Programs		Institutional Circumstances	Apply for/Update Certification to Participate in Title IV Programs	
establish/re-establish eligibility required	*sometimes required*		*certification/ recertification required*	*update only*
✔		initial eligibility and certification	✔	
✔		add Title IV programs for which previously ineligible	✔	
		add Title IV programs to participation--already eligible	✔	
✔		change ownership, resulting in change of control	✔	
✔		change name, address		update Program Participation Agreement
✔		change level of offering (A.A. to B.A., etc.)		
consult DEC		add branch, add location for instructions		
✔*		contract for a portion of an educational program		
		re-establish certification after termination of participation	✔	
✔		re-establish eligibility after termination of eligibility	✔	
✔		change from clock hour to credit hour or vice versa		

*If contracting a portion of the educational program.

Institutions are encouraged to contact DEC for specific guidance.

A sample of the Program Participation Agreement is reproduced in the Appendix. You may want to review it when it is mentioned. No sample of the Application for Institutional Eligibility and Certification (ED Form E40-34P) is included, as this form was not available at the time this course went to press.

5.5 NEW PARTICIPANTS

*Q. What form should be completed to request **eligibility and certification?***
A. The institution completes an Application for Institutional Eligibility and Certification (ED Form E40-34P).

An institution applying to participate in Title IV programs for the first time must begin by establishing its eligibility. Application is made to the Division of Eligibility and Certification (DEC) by completing an Application for Institutional Eligibility and Certification (ED Form E40-34P). Along with this form, the institution must include a copy of its notification of accreditation, issued by a nationally recognized accrediting agency. At the same time, the institution submits to DEC two Program Participation Agreement forms and the institution's latest fiscal year-end financial statement. The financial statement must be prepared and attested to by a certified public accountant or the institution's chief executive officer.

If the institution is not accredited, it must submit with ED Form E40-34P its notification of preaccreditation under a recognized preaccreditation status (for the purpose of demonstrating satisfactory assurance), or the necessary documents for ED to evaluate the institution under the transfer-of-credit alternative to accreditation provision (Sec. 600.8). If the institution is an unaccredited public postsecondary vocational institution, it must submit a copy of its approval by a state agency recognized for the approval of public postsecondary vocational education. DEC will provide guidance on specific items to submit. They are also listed on the checklist contained in ED Form E40-34P.

DEC will evaluate the institution's application according to eligibility requirements and, if the application is approved, will send the institution an Eligibility Letter. The Eligibility Letter is an important document that must be readily available for inspection by auditors and ED staff conducting program reviews. The director of

financial aid and the chief executive officer must know at all times where this document is kept.

The Eligibility Letter may establish institutional eligibility to apply for all Title IV programs and may extend that eligibility to all the institution's locations and programs. On the other hand, the Eligibility Letter may state that the institution is eligible to apply only for one or more specific Title IV programs, or that only certain locations or educational programs are eligible to apply for Title IV participation.

Except in the case of an institution eligible under the transfer-of-credit alternative to accreditation, the Eligibility Letter will remain in effect for a period of 4 years, or until the institution ceases to meet one of the statutory eligibility requirements, or until the institution makes a change in:

- its ownership and control;
- its name or address; or
- the level of academic achievement obtainable through a program of study previously eligible for Title IV participation (for example, a change from an associate in arts degree to a bachelor's degree).

However, the Eligibility Letter may not automatically cover the extension of Title IV program awards to students enrolled in new educational programs or students attending new branch campuses or locations.

5.6 CHANGE OF OWNERSHIP AND CONTROL

An institution's eligibility and certification do not automatically remain in effect if the institution changes ownership and control. An institution's Program Participation Agreement expires on the effective date of the change in ownership and control. The institution must notify DEC of the date of the change and submit another Application for Institutional Eligibility and Certification (ED Form E40-34P) together with supporting documentation. The required documentation includes a letter from the accrediting agency stating that accreditation or preaccreditation is continued under the terms of the change. The documentation also includes a copy of the state's legal authorization of the new

Change of Control: An institution making a change such as private to public or proprietorship to corporation is said to have made a change of control. In some cases, a change from proprietary to nonprofit status also constitutes a change of control.

Changes such as new ownership resulting in a change of control, name and address, or level of program offerings will require a review of the institution's eligibility by the Department of Education.

ownership and control (where it applies) and a statement certifying the assumption of liability for the previous owner's administration of federal programs.

To prove financial responsibility of the new owners, the Department of Education requires the institution to submit a profit and loss statement and a balance sheet, or an audit prepared by a certified or licensed public accountant, for the school's latest fiscal year, or any other documents requested by the Secretary.

In the event that the institution has obtained eligibility under the transfer-of-credit alternative to accreditation, the institution must renew its eligibility under that method every 3 years.

The Division of Eligibility and Certification conducts an administrative and financial analysis of the institution as a prerequisite for certification of the institution for participation in Title IV programs. If the results are satisfactory, ED countersigns the new Program Participation Agreement and returns it to the institution.

Funds may not be spent or drawn down (requested from ED) until eligibility and certification have been re-established. Once a new Program Participation Agreement is countersigned by ED and returned to the institution, Title IV aid disbursements may resume.

Contact DEC (see the addresses in the Key Resources section) for comprehensive instructions.

5.7 ADDITIONAL BRANCHES AND EDUCATIONAL PROGRAMS

Eligibility does not always extend automatically to new branches or locations of an institution. Depending upon the circumstances, the institution may need to document with DEC that the new branch or location meets all the requirements for eligibility. If the institution wants to extend its eligibility to new branches or locations, it should contact DEC for instructions on submitting a new ED Form E40-34P. If approved by DEC, a revised Eligibility Letter is returned to the school listing all eligible locations and programs.

New branches and locations of an already certified school do not need recertification.

5.8 ADDITIONAL TITLE IV PROGRAMS

An institution which has been restricted to participation in only a limited number of Title IV programs may apply for expanded eligibility when changes have been made that affect its institutional definition. For instance, changes in the educational programs or educational qualifications of students could provide a basis for extending the school's eligibility to include other Title IV programs. In such cases, the institution must repeat the eligibility and certification processes.

In other cases, an institution may have been eligible for full participation in all Title IV programs but may have chosen to limit its participation. For example, a newly eligible institution may initially decide to participate in only the Pell Grant, Stafford Loan, SLS, and PLUS programs and may later wish to participate in campus-based programs. In this case, eligibility to participate in all Title IV programs has already been established. However, the institution would need to apply for certification to participate in the additional programs. Because the institution wants to extend eligibility to campus-based programs, ED regional office staff will conduct an on-site review. If the review of the institution's application and operations supports an extension of eligibility, ED will return a new, countersigned Program Participation Agreement to include the additional Title IV programs.

5.9 OTHER SUBSTANTIVE CHANGES

An institution must request a review of its eligibility if it:

- ✧ has a change of ownership that results in a change of control;
- ✧ changes the level of course offering (for example, from an associate in arts degree program to a bachelor's degree program);
- ✧ changes the number of its branches or locations;
- ✧ changes its name or address; or

Building a Vocabulary

Technical terms you should become familiar with:

- administrative capability
- General Provisions regulations
- institutional eligibility
- certification
- statutory definitions
- regular student
- ability to benefit
- maintenance of records
- financial responsibility

- converts its system of measuring academic progress from clock hours to credit hours (or vice versa).

In these cases, the institution must send DEC a new Application for Institutional Eligibility and Certification (ED Form E40-34P). DEC will review the application and, if approved, will reconfirm the institution's eligibility by sending it a revised Eligibility Letter.

5.10 FINE, LIMITATION, SUSPENSION, AND TERMINATION

The federal government will take administrative action against any institution that acquires and misappropriates federal funds in a criminal or fraudulent manner. This includes, but is not limited to, violation of the Title IV regulations, the Program Participation Agreement, or any other agreement made under the Title IV regulations. An institution which fails to remain administratively and financially capable in its handling of federal funds risks the loss of its certification. Administrative action may also be taken against any institution which misrepresents its program, financial charges, or the employability of its graduates.

Institutions and individual employees are held responsible for violations. Individuals may be fined and/or imprisoned for misappropriating funds, giving false information, destroying or concealing financial aid records, or paying a lender as an inducement to make Stafford, SLS, or PLUS loans.

5.11 RE-ESTABLISHMENT OF PARTICIPATION AFTER TERMINATION

If an institution's certification to participate in Title IV programs has been terminated, the institution generally cannot begin the process of re-establishing participation until 18 months after the effective date of the termination. At this time, the certification process would be repeated.

Termination from participation does not necessarily affect an institution's eligibility. Eligibility continues to be based on regulatory criteria.

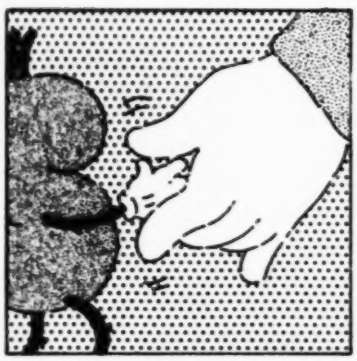
An institution is responsible for notifying ED when it loses accreditation or state licensure, ceases to meet one of the other statutory requirements for eligibility, or closes. See Chapter 2 of the *Federal Student Financial Aid Handbook* for information on the handling of Title IV funds under these circumstances.

SUMMARY

This module has discussed the two steps by which institutions are approved for participation in federal Title IV student aid programs–determination of institutional eligibility and approval for certification. We have described the definitions of eligible institutions and the criteria by which institutions are evaluated for certification.

All institutions must go through these two evaluation procedures when they initially apply for Title IV programs, and again every 4 years for renewal and under specific circumstances. Some events, such as changes in ownership or control, will always require redetermination of eligibility and renewal of certification. Other circumstances do not always require a repetition of these evaluation procedures; specific guidance should be sought from the ED Division of Eligibility and Certification (DEC). Additional requirements that result from other changes vary depending upon the circumstances.

Audit and recordkeeping requirements were also included in the module to introduce you to additional conditions for continued participation in Title IV student financial aid programs. The modules that follow will discuss these further and will describe individual program requirements.



Institutions must continue to meet standards by which they were initially found eligible to participate in Title IV programs. Regular Title IV audits will determine whether these standards continue to be met.

POST-TEST

1. In general, educational programs must lead to a certificate or degree to be eligible for Title IV assistance. True or False?

2. All eligible educational programs must require a high school diploma for admission to the program. True or False?

3. Which of the following will the Division of Eligibility and Certification review before certifying an institution for participation in Title IV programs? (circle all that apply)

   a. the institution's financial management
   b. the institution's location
   c. the length of time the institution has been in existence
   d. the institution's administrative management

4. For continued participation in Title IV programs, institutions must have a Title IV audit at least every 2 years. True or False?

5. For initial and continued participation in Title IV programs, an institution must establish and maintain individual student records detailing admission to the institution. True or False?

6. Under what circumstances must the Division of Eligibility and Certification (DEC) review the eligibility of an institution? (circle all that apply)

   a. when it changes ownership or control
   b. when it changes its address
   c. when it changes its name
   d. when it changes a program offering from an A.A. degree to a B.A. degree
   e. when it converts from a clock hour system to a credit hour system
   f. when it changes its number of eligible locations

7. Which of the following illustrates a change of control?

   a. a change from private to public
   b. hiring a new chief executive officer
   c. hiring a new director of financial aid

8. Only accredited institutions may apply for participation in Title IV programs. True or False?

9. When a Program Participation Agreement (certification) for Title IV programs is no longer in effect, an institution may continue to disburse Title IV funds until notified by ED. True or False?

10. An institution's eligibility for Title IV funds always extends to all its educational programs. True or False?

11. To qualify for Title IV programs, an institution must be able to prove (and continue to prove) administrative capability. Which of the following are reviewed in assessing this? (circle all that apply)

    a. the published standards for satisfactory academic progress
    b. the existence of financial aid counseling for students
    c. the student loan default rate and student withdrawal rate

12. A Program Participation Agreement is approved by:

    a. the Division of Eligibility and Certification
    b. the institution's accrediting agency
    c. the regional association of financial aid administrators

ANSWERS

1. True. To be eligible for Title IV aid, educational programs must lead to a degree or certificate. There is one exception (see Module 11) in which Stafford, SLS, and PLUS loans may be obtained for a course of study necessary for enrollment in a program leading to a degree or certificate program. (For more information, see Sections 5.2.1, 5.2.2, and 5.2.3.)

2. False. Under certain conditions, institutions participating in Title IV programs may accept students who do not have a high school diploma or its equivalent. If an institution admits as a regular student a person who does not have a high school diploma or its equivalent, the institution must determine at the time of admission whether the person has the *ability to benefit* from the education or training offered. (5.2.2)

3. a. and d. DEC will review both the financial and administrative management of the institution during the certification process. (5.3)
   Note: The location of the school and its length of existence are considered only in the eligibility evaluation of the institution. (5.2.1)

4. True. Title IV programs must be audited, and an audit report must be prepared, at least every 2 years (unless the institution has an audit under the Single Audit Act). All program and fiscal records must be kept available, should ED wish to review the materials used to prepare the audit. (5.4.1)

5. True. Regulations state that, for each student recipient of Title IV financial aid, an institution will establish and maintain current records regarding the student's admission and enrollment status at the institution. Institutions must also maintain records on the admission of all regular students, whether they receive Title IV aid or not. (5.2.1, 5.4.2)

6. a., b., c., d., e., and f. Institutions must re-establish eligibility in all these cases by filing a new Application for Institutional Eligibility and Certification with the Division of Eligibility and Certification. (5.5, 5.6, 5.9)

7. a. A change of control refers to a change affecting the ownership of a school, such as from private to public or from a proprietorship to a corporation. (5.6)

8. False. An institution that is not accredited by a nationally recognized accrediting agency or association may be approved by ED to participate in Title IV programs under a statutory alternative to accreditation. (5.2.1 - 5.2.3)

9. False. Once a Program Participation Agreement (certification) is no longer in effect, Title IV funds may not be spent or drawn down until the institution is recertified to participate in Title IV programs. (5.6)

10. False. The eligibility of an institution does not automatically include all of its educational programs. Each must meet requirements for eligibility. (5.2.1, 5.5, 5.7)

11. a., b., and c. To participate in the Title IV student financial aid programs, an institution must be judged able to administer those programs. In assessing administrative capability, three of the many items reviewed are: (1) reasonable and published standards for measuring whether a student is maintaining satisfactory academic progress in the course of study; (2) existence of adequate financial aid counseling to all eligible students who apply for Title IV aid; and (3) institutional student loan default and student withdrawal rates. For further detailed explanations, see 34 CFR 668.14 and 668.15. (5.3.2)

12. a. The Division of Eligibility and Certification returns a signed Program Participation Agreement to the institution when certification is approved. (5.1)

Questions: 12 Your Score: _____ Percentage: _____

ability to benefit	An admissions standard for a person who is admitted to an eligible institution (unless the institution is a public or private nonprofit institution of higher education that participates only in the Stafford, SLS, and PLUS programs); does not have a high school diploma or GED; and is beyond the age of compulsory school attendance in the state where the institution is located (unless the person is admitted to a vocational school, in which case he or she must have completed or left elementary or secondary education). A student who is admitted on the basis of ability to benefit must (a) receive a GED by graduation or by the end of the first year of study, whichever is earlier; or (b) be counseled prior to admission; or (c) take a nationally recognized, standardized or industry-developed aptitude test that has been developed according to the standards of an appropriate accrediting agency. (If students fail the test, they must enroll in and successfully complete a remedial program prescribed by the institution that does not exceed the equivalent of one academic year.) An institution must document its determinations of ability to benefit. For further information on these standards, contact your ED regional office.
accredited institution	Any institution or school which meets standards established by a nationally recognized accrediting agency or association.
accrediting agency	An agency that sets educational standards, evaluates institutions, and certifies that institutions have met their standards. (See **nationally recognized accrediting agency**.)
disbursement	The process by which financial aid funds are made available to students.
Division of Eligibility and Certification (DEC)	A unit of ED responsible for determining the eligibility of educational institutions to participate in Title IV programs.
Eligibility Letter	A letter sent to the institution by ED's Division of Eligibility and Certification that allows the institution to apply for participation in Title IV programs.
eligible institution	An educational institution or vocational school which meets all the criteria for participation in the federal student aid programs and has received an Eligibility Letter and countersigned copy of the Program Participation Agreement. According to General Provisions regulations, the following may be eligible institutions: public or private nonprofit institutions of higher education; proprietary institutions; and postsecondary vocational institutions. For Stafford, SLS, and PLUS loans, institutions of higher education, vocational schools, and some foreign institutions may be eligible institutions.

eligible program	A program of education or training which meets the regulatory requirements for participation in the Title IV programs.
General Education Development Certificate (GED)	A nationally recognized equivalent of a high school diploma, granted after a student has passed a standardized examination.
general institutional eligibility requirements	Regulations governing institutional eligibility to apply for participation in Title IV programs. General eligibility requirements are established by statutory definition and refer to location, student admissions policy, authorization to provide a postsecondary educational program, accreditation, types, lengths, and levels of educational programs within the institution, and the type of control and age of the institution.
institution of higher education	A public or private nonprofit educational institution located in a state, which (a) admits as regular students only persons with a high school diploma or its recognized equivalent, or persons beyond the age of compulsory school attendance in the state where the institution is located who have the ability to benefit from the training offered; (b) is legally authorized, in the state where it offers postsecondary education, to provide a postsecondary educational program; (c) provides a program leading to an associate, baccalaureate, graduate, or professional degree, or at least a 2-year program that is acceptable for full credit toward a bachelor's degree, or at least a 1-year training program that leads to a degree or certificate and prepares students for gainful employment in a recognized occupation; (d) is a public institution or a private nonprofit institution to which contributions are tax deductible under section 501(c)(3) of the Internal Revenue Code; and (e) is accredited or preaccredited by a nationally recognized accrediting agency or association, or is a public postsecondary vocational institution approved by a state agency listed by the Department of Education as a reliable authority on the quality of public postsecondary vocational education in that state, or is an institution whose credits the Secretary determines to be accepted on transfer by at least three accredited institutions on the same basis as transfer credits from accredited institutions. Note: An institution of higher education is eligible for all Title IV programs. Note: A student attending an institution of higher education that only participates in the Stafford Loan, SLS, and PLUS programs would not have to demonstrate the ability to benefit. (See definitions for **proprietary institution of higher education, vocational school,** and **postsecondary vocational institution.**)
nationally recognized accrediting agency	An accrediting agency or association which the Secretary of Education determines to be a reliable authority on the quality or association of training offered by educational institutions. The agency grants institutions accreditation status. (See **accrediting agency.**)

one-year program	A program consisting of at least 24 semester/trimester hours or 36 quarter hours at institutions using credit hours to measure progress; 900 clock hours of supervised training at an institution using clock hours to measure progress; or 900 clock hours of preparation in a correspondence program.
postsecondary institution	An educational institution providing education beyond the high school level. The term is used to refer to trade and technical schools as well as colleges and universities.
postsecondary vocational institution	An educational institution that (a) admits as regular students only persons with a high school diploma or its recognized equivalent, or persons beyond the age of compulsory school attendance in the state where the institution is located who have the ability to benefit from the training offered; (b) is legally authorized, by the state where it offers postsecondary education, to provide a postsecondary educational program; (c) provides at least a 6-month program, leading to a degree or certificate, that prepares students for gainful employment in a recognized occupation; (d) is a public institution or a private nonprofit institution to which contributions are tax deductible under section 501(c)(3) of the Internal Revenue Code; (e) is accredited or preaccredited by a nationally recognized accrediting agency or association, or is a public postsecondary vocational institution approved by a state agency listed by the Department of Education as a reliable authority on the quality of public postsecondary vocational education in that state, or is an institution whose credits the Secretary determines to be accepted on transfer by at least three accredited institutions on the same basis as transfer credits from accredited institutions; and (f) has been giving instruction for at least 2 years. (See definition for **vocational school**.)
Program Participation Agreement	A written agreement that institutions and the Secretary of Education must sign. It permits the institution to participate in one or more of the Title IV student assistance programs, other than the State Student Incentive Grant (SSIG) program. This agreement makes the initial and continued eligibility of the institution to participate in the Title IV student assistance programs conditional upon compliance with the provisions of the applicable laws and program regulations.
proprietary institution of higher education	An educational institution other than a public or private nonprofit institution located in a state which (a) admits as regular students only persons with a high school diploma or its recognized equivalent, or persons beyond the age of compulsory school attendance in the state where the institution is located who have the ability to benefit from the training offered; (b) is legally authorized, by the state where it offers postsecondary education, to provide a postsecondary educational program; (c) provides at least a 6-month program of training, leading to a degree or certificate, that prepares students for gainful employment in a

recognized occupation; (d) is accredited by a nationally recognized accrediting agency or association; and (e) has been giving postsecondary instruction (and has been legally authorized to give postsecondary instruction) for at least 2 years. (See also **vocational school, postsecondary vocational institution,** and **institution of higher education.**)

regular student — A person who is enrolled or accepted for enrollment at a postsecondary institution for the purpose of obtaining a degree or certificate.

six-month program — A program consisting of at least 16 semester or trimester hours or 24 quarter hours at institutions using credit hours to measure progress; 600 clock hours of supervised training at an institution using clock hours to measure progress; or 600 clock hours of preparation in a correspondence program; or a program that the Secretary determines to be a six-month program if the Secretary agrees with a certification by the institution's nationally recognized accrediting agency or association that the program is equivalent in course content and student workload to the comparable six-month credit hour or clock hour program.

vocational school — A business or trade school, technical institution, or other technical or vocational school, which may be public, nonprofit, or for profit, in a state, and which (a) admits as regular students only persons who have completed or left elementary or secondary school and who have the ability to benefit from the training offered; (b) is legally authorized, by the state where it offers postsecondary education, to provide a program of postsecondary vocational or technical education; (c) provides a postsecondary educational program that is designed to provide occupational skills more advanced than those generally offered at the high school level, that prepares students for gainful employment in a recognized occupation, and that is no less than 300 clock hours of supervised training at an institution using clock hours to measure progress or 8 semester or trimester or 12 quarter hours at an institution using credit hours to measure progress. (Correspondence programs must require an average of at least 12 hours of preparation per week over each 12-week period and completion of a program in not less than 6 months.); (d) is accredited by a nationally recognized accrediting agency or association, or is a public postsecondary vocational institution approved by a state agency listed by the Department of Education as a reliable authority on the quality of public postsecondary vocational education in that state; and (e) has been giving postsecondary instruction (and has been legally authorized to give postsecondary instruction) for at least 2 years. Note: A vocational school is eligible for the Stafford Loan, SLS, and PLUS programs only. Note: In the case of a flight school program, the school must maintain current valid certification by the Federal Aviation Administration. (See definition for **postsecondary vocational institution.**)

ACRONYMS

DEC	Division of Eligibility and Certification (in the Department of Education).
ED	U.S. Department of Education.
GED	General Education Development Certificate.
ILCB	Institution and Lender Certification Branch.

KEY RESOURCES

1. U.S. Department of Education, *Federal Student Financial Aid Handbook*, Washington, D.C., OSFA/ED, 1988.

   The *Handbook* is intended to help postsecondary institutions administer the major federal student financial aid programs authorized under Title IV of the Higher Education Act of 1965, as amended.

BIBLIOGRAPHY

1. U.S. Department of Education, Office of the Inspector General, Office of Audit, *Audit Guide, Student Financial Assistance Programs*, Washington, D.C., OIG/ED, 1988.

The references listed above can be obtained by contacting the publishing organization. For U.S. Department of Education addresses, see the inside back cover or the Support Booklet.

APPENDIX

PROGRAM PARTICIPATION AGREEMENT

DEPARTMENT OF EDUCATION
OFFICE OF POSTSECONDARY EDUCATION
OFFICE OF STUDENT FINANCIAL ASSISTANCE

PROGRAM PARTICIPATION AGREEMENT

Name of Institution _____

Address of Institution _____

_____

IRS Employer Identification Number _____

The postsecondary educational institution listed above, referred to hereafter as the "Institution," and the United States Secretary of Education, referred to hereafter as the "Secretary," agree that the Institution may participate in those student financial assistance programs authorized by Title IV of the Higher Education Act of 1965, as amended (Title IV, HEA Programs) indicated under Article I of this Agreement and further agree that such participation is subject to the terms and conditions set forth in Articles II, IX, X, and such other relevant Articles of this Agreement.

_____

The execution of this Agreement by the Institution and the Secretary is a prerequisite to the Institution's initial or continued participation in any Title IV, HEA Program.

ARTICLE I. SCOPE OF COVERAGE

This Agreement covers the Institution's eligibility to participate in each of the following checked Title IV, HEA Programs:

☐ **PELL GRANT (PG) PROGRAM***
20 U.S.C. 1070a; 34 CFR Part 690.

☐ **GUARANTEED STUDENT LOAN (GSL) PROGRAM**
20 U.S.C. 1071 et seq; 34 CFR Part 682.

- ☐ **PLUS PROGRAM**
  20 U.S.C. 1078-2; 34 CFR Part 682.
- ☐ **SUPPLEMENTAL LOANS FOR STUDENTS (SLS) PROGRAM**
  20 U.S.C. 1078-1; 34 CFR Part 682.

☐ **PERKINS LOAN (PL) PROGRAM****
20 U.S.C. 1087aa et seq; 34 CFR Part 674.

☐ **SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG) PROGRAM**
20 U.S.C. 1070b et seq; 34 CFR Part 676.

☐ **COLLEGE WORK-STUDY (CWS) PROGRAM**
42 U.S.C. 2751 et seq; 34 CFR Part 675 Subpart A.

- ☐ **JOB LOCATION AND DEVELOPMENT (JLD) PROGRAM**
  42 U.S.C. 2756a; 34 CFR Part 675 Subpart B.
- ☐ **WORK STUDY FOR COMMUNITY SERVICE JOB LOCATION AND DEVELOPMENT PROGRAM**
  42 U.S.C. 2756b; 34 CFR Part 675.
- ☐ **PRIVATE SECTOR EMPLOYMENT**
  42 U.S.C. 2751 et seq; 34 CFR Part 675 Subpart A.

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*The Pell Grant Program was previously called the Basic Educational Opportunity Grants Program.
**The Perkins Loan Program was previously called the National Direct Student Loan Program, which in turn was a continuation of the National Defense Student Loan Program authorized by Title II of the National Defense Education Act of 1958, as amended (20 U.S.C. 421-429).

ARTICLE II. GENERAL PROVISIONS

1. The Institution understands and agrees that it is subject to the program statutes and implementing regulations for each Title IV, HEA Program in which it participates, as well as the general provisions set forth in Part F and Part G of Title IV of the Higher Education Act of 1965, as amended (HEA), and the Student Assistance General Provisions regulations set forth in 34 CFR Part 668. The Institution further agrees to comply with all the relevant program statutes and regulations governing the operation of each Title IV, HEA Program in which it participates.

2. The Institution agrees to use the funds provided to it in advance or by way of reimbursement under any Title IV, HEA Program, plus any interest or other income earned on those funds, only in accordance with the statutes and regulations governing that program. The Institution further agrees that it is responsible for accounting, with appropriate documentation, for all the Title IV, HEA Program funds it receives and the interest or other income earned on those funds, and for returning to the Secretary any funds for which it cannot properly account.

3. The Institution agrees not to charge any student a fee for processing or handling any application, form or data required to determine the student's eligibility for assistance under any Title IV, HEA Program or the amount of such assistance, or for completing or handling the Federal Student Assistance Report provided for in Section 483(a) of the HEA.

4. If the Institution advertises job placement rates as a means of attracting students for enrollment, the Institution agrees that it will make available to prospective students, at or before the time of application, the most recent available data concerning employment statistics, graduation statistics, and any other information necessary to substantiate the truthfulness of its advertisements.

5. The Institution certifies that on the date it executes this Agreement, it has a drug abuse prevention program in operation that it determines is accessible to any officer, employee, or student at the Institution.

6. a. The Secretary agrees that the Institution may receive an administrative cost allowance pursuant to Section 489 of the HEA for the PG, SEOG, CWS, and PL Programs.

   b. The Institution agrees to use the administrative cost allowance to pay the costs of administering the Title IV, HEA Programs. The Secretary and the Institution agree that the costs of carrying out the Student Consumer Information Services activities are part of the costs of carrying out Title IV, HEA Programs.

7. The Institution agrees to comply with --

   a. Title IV of the Civil Rights Act of 1964, as amended, and the implementing regulations 34 CFR Parts 100 and 101 (barring discrimination on the basis of race, color or national origin);

   b. Title IX of the Education Amendments of 1972 and the implementing regulations 34 CFR Part 106 (barring discrimination on the basis of sex);

   c. The Family Rights and Privacy Act of 1974 and the implementing regulations 34 CFR Part 99;

   d. Section 504 of the Rehabilitation Act of 1973 and the implementing regulations 34 CFR Part 104 (barring discrimination on the basis of physical handicap); and

   e. The Age Discrimination Act of 1975 and the implementing regulations 45 CFR Part 90.

ARTICLE III. PELL GRANT–SPECIFIC PROVISIONS

The Institution agrees to perform the functions and activities set forth in 34 CFR Part 690. The functions and activities the Institution agrees to perform include, but are not limited to:

1. Determining the eligibility of students to receive awards;
2. Computing the amount of Pell Grants according to the program regulations and the payment schedule provided by the Secretary;
3. Documenting and verifying the information on the Student Aid Report for students selected by the Secretary;
4. Paying funds to the student directly or to the student's account;
5. Recovering award overpayments;
6. Maintaining records and accounting for funds; and
7. Providing access to the Secretary, the Department of Education's Inspector General, or persons designated by either official to program and accounting records.

ARTICLE IV. GUARANTEED STUDENT LOAN/PLUS/SUPPLEMENTAL LOANS FOR STUDENTS PROGRAMS–SPECIFIC PROVISIONS

1. The Institution agrees not to provide any student with any statement, or certification to any lender, under any loan program covered by this Article that qualifies the student for a loan or loans in excess of the amount that student is eligible to borrow in accordance with Sections 425(a), 428(a)(2) and 428(b)(1)(A) and (B) of the HEA.
2. The Institution agrees to provide students with the consumer information specified in 34 CFR 682.
3. The Secretary and the Institution agree that this Agreement does not authorize the Institution to make loans under the loan programs covered by this Article.
4. The Institution will inform all eligible borrowers enrolled in the institution about the availability and eligibility of such borrowers for State Grant assistance from the State in which the Institution is located, and will inform such borrowers from another State of the source for further information concerning assistance from that State.

ARTICLE V. PERKINS LOAN–SPECIFIC PROVISIONS

1. The Institution agrees to establish and maintain a Perkins Loan Fund (Fund) for the purpose of making loans to eligible students. Any student loan fund established under Section 204 of Title II of the National Defense Education Act of 1958, as amended, is considered established under Section 463 of Title IV, Part E, of the Higher Education Act of 1965, as amended. Any asset of that fund is considered to be an asset of the fund established under this Article.
2. The Institution agrees to deposit promptly in the Fund:
   a. Federal Capital Contributions appropriated under Section 461 of the Act and received by the Institution;
   b. Institutional Capital Contribution, i.e., an amount from its own funds, equal to not less than one-ninth of the Federal Capital Contribution;
   c. Collections of principal and interest on loans made from the Fund;
   d. Late charges;
   e. Payments made to the Institution by the Secretary as a result of cancellations of loans made after June 30, 1972 (Direct or Perkins Loans);
   f. Any other earnings, including interest, of the Fund;
   g. Short-term, no-interest loans made by the Institution to the Fund in anticipation of collections; and
   h. Payments made to the Institution by the Secretary as a result of referrals of defaulted loans.
3. The Institution agrees to use the Fund only for–
   a. Loans to students in accordance with the program regulations;
   b. Administrative costs in accordance with paragraph 6.b. of Article II. of this Agreement;
   c. Costs of litigation and other collection costs as specified in the program regulations;
   d. Capital distributions as provided in Section 466 of the HEA; and
   e. Repayments to the Institution of the short-term, no-interest loans made to the Fund by the Institution in anticipation of collections.
4. The Institution agrees to exercise due diligence in the collection of loans made from the Fund in accordance with program regulations. If a loan has been in default despite the Institution's exercise of due diligence, the Institution may assign, without recompense, its rights to the note to the United States Government.
5. The Institution agrees to submit a report to the Secretary on at least a semi-annual basis indicating the total number of loans made from its Fund which are in default for 120 days for loans repayable in monthly installments or for 180 days for loans repayable in less frequent installments.
6. The Secretary agrees to provide to the Institution any information with respect to the names and addresses of borrowers or other relevant information which is available to the Secretary.
7. The Institution agrees to provide student borrowers with the loan information specified in Section 463A of the HEA and in the Perkins Loan Program Regulations.

ARTICLE VI. SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS (SEOG)--SPECIFIC PROVISIONS

1. The Institution agrees that the Federal share of the SEOG it awards to its students will not exceed 95 percent in award year 1989-90, 90 percent in award year 1990-91, and 85 percent in award year 1991-92.

2. The Institution agrees to make SEOG's reasonably available (to the extent of available funds) to all eligible students in the following manner: first to students who have exceptional need and second, to give priority to students who receive Pell Grants.

3. The Secretary agrees that the Institution may transfer up to 10 percent of its SEOG funds to its CWS Program and use the funds in accordance with the provisions of the CWS Program.

ARTICLE VII. COLLEGE WORK-STUDY (CWS)--SPECIFIC PROVISIONS

1. a. The Institution agrees to conduct a program of part-time employment for its eligible students. The Institution further agrees that students employed under the CWS Program may work for the Institution itself, a Federal, State, or local agency, a private non-profit organization and a private for-profit organization.

   b. The Institution agrees that the CWS employment it provides:

      (1) Will not displace employees;
      (2) Will not impair existing service contracts;
      (3) Will be governed by employment conditions that are appropriate and reasonable in terms of:

         (a) Type of work,
         (b) Geographical region, and
         (c) Employee proficiency.

      (4) Will not involve the construction, operation, or maintenance of any part of a facility used or to be used for religious worship or sectarian instruction.

   c. The Institution agrees that students employed under the CWS Program who work for a Federal, State, or local agency, or a private non-profit organization, may only perform work that is in the public interest.

   d. A proprietary institution of higher education agrees that if it employs a student under the CWS Program to work for itself, that employment must:

      (1) Be on-campus;
      (2) Furnish student services other than the solicitation of other students to enroll in the institution; and
      (3) Complement and reinforce, to the extent practicable the educational program or vocational goals of the student.

2. The Institution agrees that it will not pay any wage to CWS students that is less than the current Federal minimum wage required by Section 6(a) of the Fair Labor Standards Act of 1938.

3. a. The Institution agrees that, except as provided in paragraphs 3.b., 3.c., and 7 of this Article, the Federal share of the compensation paid to students under the CWS Program, which is derived from the Institution's allocation or reallocation of CWS funds, will not exceed:

      (1) 80 percent in award years 1986-87, 1987-88 and 1988-89;
      (2) 75 percent in award year 1989-90; or
      (3) 70 percent in award year 1990-91 and succeeding award years.

   b. Subject to the limitation in Article IX, the Institution agrees that for any award year, if a student is employed under the CWS Program in a work study for community service-learning program as defined in Section 447 of the HEA, the Federal share of the compensation paid to that student, which is derived from the Institution's allocation or reallocation of CWS funds, will not exceed 90 percent.

   c. The Secretary agrees that he may approve a Federal share in excess of the share set forth in paragraphs 3.a and 3.b. for an institution that qualifies as an eligible institution under the Strengthening Institutions Program, Strengthening Historically Black Colleges and Universities Program, and the Strengthening Black Graduate Institutions Program, each of which is authorized by Title III of the HEA.

4. The Secretary agrees not to require an Institution to terminate a student's CWS employment when the student's financial need is met. However, when the income from employment equals $200 above need, the Institution agrees that it may not continue to use CWS funds to pay the student.

5. The Institution agrees that employment under the CWS Program will be made reasonably available (to the extent of the available funds) to all eligible students and that equivalent employment offered or arranged by the Institution will be made reasonably available (to the extent of available funds) to all students who desire employment.

6. The Institution agrees to award CWS employment, to the maximum extent practicable, which will complement and reinforce such recipient's educational program or career goals.

7. Private Sector Employment--If an Institution provides CWS Program employment with a private for-profit organization other than for the Institution itself in the case of a proprietary institution, the Institution agrees to abide by the following additional requirements:

   a. The Institution may only use up to 25 percent of its CWS allocation to pay the Federal share of the compensation for such employment.

   b. The Federal share of compensation paid to students, which is derived from the Institution's allocation or reallocation of CWS funds, may not exceed--

      (1) 60 percent in award year 1987-88 and 1988-89;
      (2) 55 percent in award year 1989-90; and
      (3) 50 percent in award year 1990-91 and succeeding award years.

c. The employment provided must be academically relevant to the student's educational or training program and may not be used to pay an employee who would have been otherwise employed by the organization.

d. The non-Federal share of compensation paid to the student must be paid by the private for-profit organization.

8. If an institution receives an allocation of funds under the CWS Program for an award year, the Secretary agrees that the institution may use up to 10 percent of that allocation to pay the compensation of students under the CWS Program in the subsequent award year and up to 10 percent of that allocation to pay the compensation of students under the CWS Program in the previous award year.

9. The Secretary agrees that the institution may transfer up to 10 percent of the CWS allocation to its SEOG Program and use those funds in accordance with the provisions of the SEOG Program.

ARTICLE VIII. COLLEGE WORK-STUDY/JOB LOCATION AND DEVELOPMENT PROGRAM–SPECIFIC PROVISIONS

In establishing a Job Location and Development Program, or in expanding its own existing program, the institution agrees to comply with the conditions set forth in 34 CFR 675 Subpart B which include, but are not limited to the following:

1. Certifying that the Federal funds used for this program can realistically be expected to help generate student wages exceeding in the aggregate the amounts of these Federal funds.

2. Locating and developing jobs for students during and between periods of enrollment but not locating or developing jobs for students to obtain upon graduation.

3. Submitting an annual report to the Secretary providing:

   a. The uses made of funds provided for the Job Location and Development Program, and

   b. An evaluation of the effectiveness of the program in benefiting students at the institution.

4. In the case of a Job Location and Development Program, limiting the Federal Share of the cost of that program, to the lesser of 10 percent or $30,000 of its allocation. In addition, the Institution agrees that the Federal Share may not exceed 80 percent of the program's cost.

5. Not locating or developing jobs at an eligible institution, or displacing currently employed workers, or impair existing contracts for services.

6. Including appropriate performance standards if funds are used to contract with another organization.

7. In establishing a Community Service Job Location and Development Program, or in expanding its own existing program, the institution agrees to comply with the conditions set forth in Section 446 of HEA which includes, but are not limited to the following:

   a. Limiting the Federal Share of the costs of a Community Service Job Location and Development Program, to the lesser of 10 percent of $20,000 of its allocation.

   b. Locating and developing community service jobs which are designed to improve the quality of life for community residents, particularly low-income individuals, or to solve particular problems related to their needs.

8. Continuing to spend in its own job location and development programs, from sources other than funds received under Subpart B of the program regulations, not less than the average of the three-year base level of expenditures as calculated in accordance with program regulations.

ARTICLE IX. WORK-STUDY FOR COMMUNITY SERVICE-LEARNING

An institution may use up to 10 percent of its College Work-Study Allocation to pay the compensation of students working in its community service-learning program at the rate described in paragraph 3 b. of Article VII, if its community service-learning program satisfies the definition of that program set forth in Section 447 of the HEA.

ARTICLE X. DURATION

1. This Agreement is effective on the date executed by the Secretary. This Agreement supersedes any prior Agreements between the Secretary and the Institution concerning the administration of any Title IV, HEA Program.

2. This Program Participation Agreement automatically terminates:

   a. On the date the Institution no longer qualifies as an eligible institution;

   b. On the date the Institution undergoes a change in ownership that results in a change in control; or

   c. At the end of the award year in which a certification review of the Institution is completed. For this purpose, a certification review means a formal evaluation by the Secretary of the Institution's financial responsibility and administrative capability to continue to participate in any Title IV, HEA Program.

3. The Secretary may terminate this Agreement under the Student Assistance General Provisions regulations, 34 CFR Part 668, Subpart G, "Fine, Limitation, Suspension, and Termination Proceedings."

4. The Institution may terminate this Agreement under an applicable program regulation.

5. If the Secretary or the Institution wishes to terminate this Agreement, the Secretary will establish the termination date.

ARTICLE XI. SIGNATORIES

As Chief Executive Officer of the Institution, I agree that the Institution and its representatives shall comply with the statutes and regulations governing those Title IV, HEA Programs in which the Institution participates.

Signature of Chief
Executive Officer_____ Date_____

Print Name and Title_____

For the Secretary_____ Date_____

INDEX

A

ability to benefit 5.2.2
accrediting agency 5.2.2
administrative capability 5.3.2
audits 5.4.1

C

certification of institutions 5.3
control, change of 5.6

D

Division of Eligibility and Certification 5.1, 5.5-5.7

E

Eligibility Letter. *See* Initial Eligibility Letter
eligible institutions 5.2
eligible programs 5.2
equivalent of a high school diploma 5.2.2

F

financial responsibility 5.3.1
fines 5.10

G

General Education Development (GED) Certificate 5.2.2

I

Initial Eligibility Letter 5.5, 5.7, 5.9

L

Letter of Eligibility. *See* Initial Eligibility Letter
limitation of Title IV participation 5.10

N

new branches of institution 5.7
new programs of study at institution 5.7
new Title IV programs at institution 5.8

O

one-year program 5.2.2
ownership, change of 5.6

P

private nonprofit institution 5.2
program audits. *See* audits
Program Participation Agreement 5.1, Appendix
proprietary institution 5.2

R

recertification 5.1
record maintenance 5.4.2
re-establishing Title IV participation 5.10
regular student 5.2.2

S

six-month program 5.2.2
statutory alternative to accreditation 5.2.2
suspension of Title IV participation 5.10

T

termination of Title IV participation 5.10
transfer-of-credit alternative to accreditation 5.2.2

V

vocational institution 5.2
vocational school 5.2

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REGIONAL OFFICES OF STUDENT FINANCIAL ASSISTANCE

REGION I
(CT, ME, MA, NH, RI, VT)

Office of Student Financial Assistance
U.S. Department of Education
J.W. McCormack Post Office and Courthouse
5 Post Office Square, Room 510
Boston, Massachusetts 02109
(617) 223-9338

REGION II
(NJ, NY, PR, VI, CANAL ZONE)

Office of Student Financial Assistance
U.S. Department of Education
26 Federal Plaza, Room 3954
New York, New York 10278
(212) 264-4426

REGION III
(DE, DC, MD, PA, VA, WV)

Office of Student Financial Assistance
U.S. Department of Education
3535 Market Street, Room 16200
Philadelphia, Pennsylvania 19104
(215) 596-0247

REGION IV
(AL, FL, GA, KY, MS, NC, SC, TN)

Office of Student Financial Assistance
U.S. Department of Education
101 Marietta Tower, Suite 2203
Atlanta, Georgia 30323
(404) 331-4171

REGION V
(IL, IN, MI, MN, OH, WI)

Office of Student Financial Assistance
U.S. Department of Education
401 South State Street, Room 700-D
Chicago, Illinois 60605
(312) 353-8103

REGION VI
(AR, LA, NM, OK, TX)

Office of Student Financial Assistance
U.S. Department of Education
1200 Main Tower Building, Room 2150
Dallas, Texas 75202
(214) 767-3811

REGION VII
(IA, KS, MO, NE)

Office of Student Financial Assistance
U.S. Department of Education
10220 North Executive Hills Blvd., 9th Floor
P.O. Box 901381
Kansas City, Missouri 64190
(816) 891-8055

REGION VIII
(CO, MT, ND, SD, UT, WY)

Office of Student Financial Assistance
U.S. Department of Education
1961 Stout Street, 3rd Floor
Denver, Colorado 80294
(303) 891-3676

REGION IX
(AZ, CA, HI, NV, AS, GUAM, PACIFIC ISLANDS)

Office of Student Financial Assistance
U.S. Department of Education
50 United Nations Plaza, Room 270
San Francisco, California 94102
(415) 556-5689

REGION X
(AK, ID, OR, WA)

Office of Student Financial Assistance
U.S. Department of Education
2901 Third Avenue, Room 100
Seattle, Washington 98121
(206) 442-0493